



From the
Notary Education Library

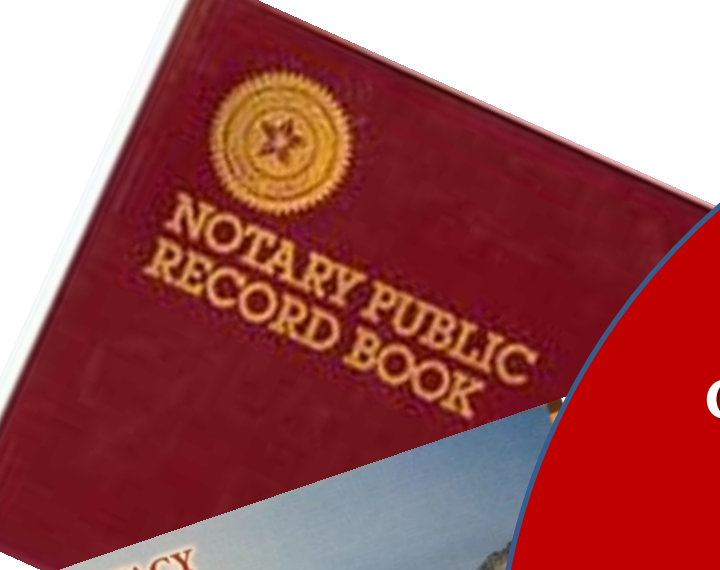
Of the
Montana Secretary of State's Office

Your notary journal is your best friend for...

- Preventing fraud
- Proving you notarized correctly
- Protecting you and your clients from unnecessary claims

and


**IT'S THE SECRET INGREDIENT FOR A
PERFECT NOTARIZATION!**



Journals come in lots of different shapes and sizes, but as long as they are *designed and produced* specifically to record Notarial Transactions, most journals meet the requirements of Montana law.

Montana notaries are also able to use electronic journals that are commercially produced and create chronological, sequential, and tamper-evident records that can be accessed on demand





Your journals are
your
personal property
and
responsibility
– by law

*Doesn't matter
who paid for them*

Nobody can use them but you!



The
SECRET RECIPE
for
completing
a correct
journal entry

This may be the only “recipe” where the main ingredient – the journal itself – is not the most important component for success.

It doesn't matter what kind of journal you select – Form Follows Function!



You can choose...

- **Electronic**
- or
- **Paper**



- **Block form**
- or
- **Line style**

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization: April 2, 2014 Time: 10:30 AM

Date of Document: April 2, 2014

Type of Document: Power of Attorney

Number of Documents Notarized: 1

Signature: J. Smith

Name of Signer: J. Smith

Address: 123 Elm Street

City: Anytown, MT

State/City: MT 59401

TYPE OF NOTARIAL ACT: ☐ Oath ☐ Acknowledgment ☐ Protest of Instrument ☐ Signature ☐ Jurat ☐ Certification of Copy

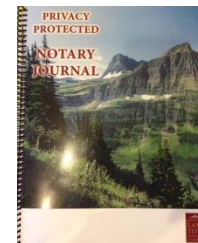
TYPES OF IDENTIFICATION: ☐ Personal Knowledge ☐ Credible Witness ☐ Satisfactory Evidence ☐ Other's License (ST) ☐ Other

Witness/Exp Date of ID: 6/15/14

INCLUDE ADDITIONAL NOTES ON BACK

DATE NOTARIZED	TYPE OF NOTARIZATION	DATE OF DOCUMENT	TYPE OF DOCUMENT	PRINTED	SIGNATURE OF INDIVIDUAL	SIGNATURE	ADDRESS OF BEYOND	TYPE OF IDENTIFICATION	WITNESS/EXP DATE OF ID	NOTARY PUBLIC	DATE OF EXPIRATION	AMOUNT
1 Aug 21 2013	Acknowledgment	Aug 21 2013	Deed	W. J. Smith	W. J. Smith	W. J. Smith	123 Elm St. Anytown, MT 59401	Personal Knowledge	3:15 p.m.	W. J. Smith	10/31/13	\$ 70.00
2 Nov 2 2013	Signature	Nov 2 2013	Power of Attorney	J. Smith	J. Smith	J. Smith	1212 Elm St. Anytown, MT 59401	MT DL issued 8/1/14	3:15 p.m.	W. J. Smith	10/31/13	\$ 10.00
3 Nov 2 2013	Signature	Nov 2 2013	Power of Attorney	J. Smith	J. Smith	J. Smith	1212 Elm St. Anytown, MT 59401	MT DL issued 8/1/14	3:15 p.m.	W. J. Smith	10/31/13	\$ 10.00
4 Nov 2 2013	Signature	Nov 2 2013	Power of Attorney	J. Smith	J. Smith	J. Smith	1240 Elm St. Anytown, MT 59401	"	3:15 p.m.	W. J. Smith	10/31/13	\$ 10.00

- **One journal**
- or
- **Multiple journals**



Regardless of the type of journal you choose, there are a limited number of possible entries for a proper record:


OFFICIAL JOURNAL RECORD OF NOTARY ACT	
Date of Notarization A _____	Time _____ AM PM
Date of Document B _____	
Type of Document C _____	
Number of Documents Notarized D _____	
<div>Signature H _____</div> <div>Name of Signer _____</div> <div>Address _____</div> <div>City _____</div> <div>State/Zip _____</div>	
<div>TYPE OF NOTORIAL ACT</div> <div><input type="checkbox"/> Acknowledgement E</div> <div><input type="checkbox"/> Signature</div> <div><input type="checkbox"/> Jurat</div> <div><input type="checkbox"/> Certification of Copy</div> <div><input type="checkbox"/> Oath</div> <div><input type="checkbox"/> Deposition*</div> <div><input type="checkbox"/> Protest of Instrument*</div> <div>*These notarial acts require additional knowledge, training or authorization</div>	
<div>TYPES OF IDENTIFICATION</div> <div>Satisfactory Evidence F</div> <div><input type="checkbox"/> Driver's License (ST) _____</div> <div><input type="checkbox"/> Other _____</div> <div>Issue/Exp Date of ID _____ G</div> <div><input type="checkbox"/> Personal Knowledge</div> <div><input type="checkbox"/> Credible Witness</div> <div>Signature _____</div> <div>Name _____</div>	
I INCLUDE ADDITIONAL NOTES ON BACK	

Some are required by Montana law; others are optional.
All provide valuable information



Date and Time of Notarization

...Always reflects the exact day and time when you did the notarization



OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM PM

Date of Document **B** _____

Type of Document **C** _____

Number of Documents Notarized **D** _____

Signature **H** _____

Name of Signer _____

Address _____

City _____

State/Zip _____

TYPE OF NOTORIAL ACT

☐ Acknowledgement **E**

☐ Signature

☐ Jurat

☐ Certification of Copy

☐ Oath

☐ Deposition*

☐ Protest of Instrument*

*These notarial acts require additional knowledge, training or authorization

TYPES OF IDENTIFICATION

Satisfactory Evidence **F**

☐ Driver's License (ST) _____

☐ Other _____

Issue/Exp Date of ID _____ **G**

☐ Personal Knowledge

☐ Credible Witness

I INCLUDE ADDITIONAL NOTES ON BACK

Tip: Entering the TIME is a new requirement, effective Oct. 1, 2015. Even if your journal doesn't have a dedicated space for the time of the notarization, you must enter that information every time.

B

Date of Document

Often this will be the date the document was signed, but not always.

Check the document to find the date you should use.

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** Time _____ AM _____ PM

Date of Document **B**

Type of Document **C**

Number of Documents Notarized **D**

Signature **H**

Name of Signer _____

Address _____

City _____

State/Zip _____

TYPE OF NOTARIAL ACT

☐ Acknowledgement **E**

☐ Signature

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☐ Other _____

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☐ Credible Witness

I INCLUDE ADDITIONAL NOTES ON BACK

STATE OF MONTANA

DEPARTMENT OF JUSTICE - MOTOR VEHICLE DIVISION

CERTIFICATE OF TITLE

VEHICLE/VESSEL IDENTIFICATION NUMBER _____

ODOMETER READING _____

OTHER PERTINENT DATA _____

YEAR _____

MAKE/MANUFACT _____

UNLADEN WEIGHT/MATERIAL _____

MODEL _____

TON/PROPULSION _____

BODY STYLE/LENGTH _____


VESSEL NUMBER _____

DATE ISSUED _____

Tip: For example, on motor vehicle titles you would enter the "issue date."



Type of Document



OFFICIAL JOURNAL RECORD OF NOTARY ACT

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Date of Document **B** _____

Type of Document **C** _____

Number of Documents Notarized **D** _____

Signature **H** _____

Name of Signer _____

Address _____

City _____

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☐ Acknowledgement **E**

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Issue/Exp Date of ID _____ **G**

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☐ Credible Witness

Signature _____

Name _____

I INCLUDE ADDITIONAL NOTES ON BACK

The signer must be able to tell you what type of document is being signed.

If he or she cannot do that, then you may not be able to complete the notarization because there would be a question of whether the signer is **KNOWINGLY** signing the document.

Tip: If you are notarizing several documents at one time, indicate what kinds of documents are in the group – for example – “loan closing docs”.

If the document is written in a foreign language enter what the signer told you the document is and what language it was written in – for example – “Power of Attorney/Spanish”.



Number of Documents Notarized

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM
Date of Document **B** _____ PM
Type of Document **C** _____
Number of Documents Notarized **D** _____

Signature **H** _____
Name of Signer _____
Address _____
City _____
State/Zip _____

TYPE OF NOTORIAL ACT **E**

☐ Acknowledgement
☐ Signature
☐ Jurat
☐ Certification of Copy

☐ Oath
☐ Deposition*
☐ Protest of Instrument*

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TYPES OF IDENTIFICATION **F**

Satisfactory Evidence **F**

☐ Driver's License (ST) _____
☐ Other _____
Issue/Exp Date of ID _____ **G**

☐ Personal Knowledge
☐ Credible Witness

I INCLUDE ADDITIONAL NOTES ON BACK

...Indicate how many documents you notarized for that person at that time.


Tip: Not all journals have a separate space for this information – and it is not specifically required – but it's good information to record and can be entered in a "Notes or Other Information" section.



Type of Notarial Act

You only have seven choices -

- Acknowledgement
- Signature
- Jurat
- Certification of Copy
- Oath



OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM
Date of Document **B** _____
Type of Document **C** _____
Number of Documents Notarized **D** _____

Signature **H** _____
Name of Signer _____
Address _____
City _____
State/Zip _____

TYPE OF NOTARIAL ACT

☐ Acknowledgement **E**
☐ Signature
☐ Jurat
☐ Certification of Copy

☐ Oath
☐ Deposition*
☐ Protest of Instrument*

*These notarial acts require additional knowledge, training or authorization

TYPES OF IDENTIFICATION

Satisfactory Evidence **F**
☐ Driver's License (ST) _____
☐ Other _____
Issue/Exp Date of ID _____ **G**

☐ Personal Knowledge
☐ Credible Witness

I INCLUDE ADDITIONAL NOTES ON BACK

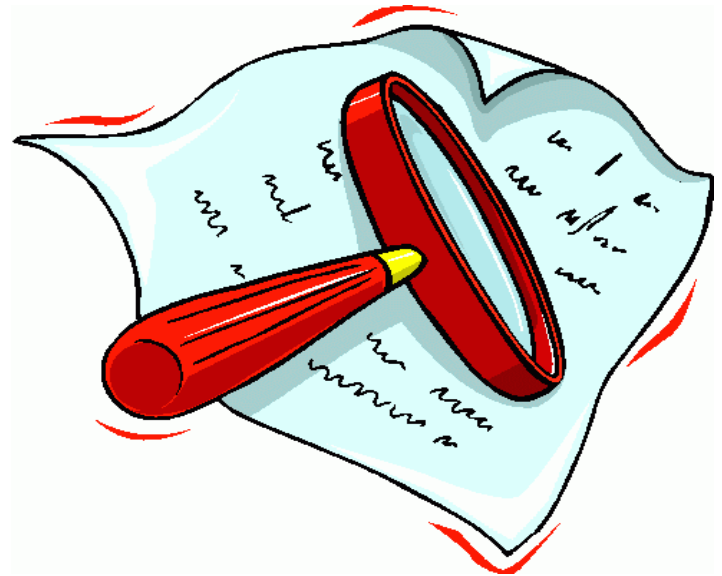
- and two you probably won't ever use

- Deposition - unless you're a court reporter
- Protest of Instrument - or an 18th century banker

To Find Out the Type of Notarial Act You Are Performing....

Look on the document!

The verb in the notarial block should tell you what type of notarization to perform.



And our **“How Do You Know?”** course explains the details for you...



Type of Identification

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM PM
Date of Document **B** _____
Type of Document **C** _____
Number of Documents Notarized **D** _____

Signature **H** _____
Name of Signer _____
Address _____
City _____
State/Zip _____

TYPE OF NOTORIAL ACT ☐ Oath
☐ Acknowledgement **E** ☐ Deposition*
☐ Signature ☐ Protest of Instrument*
☐ Jurat
☐ Certification of Copy
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TYPES OF IDENTIFICATION ☐ Personal Knowledge
Satisfactory Evidence **F** ☐ Credible Witness
☐ Driver's License (ST) _____ Signature _____
☐ Other _____ Name _____
Issue/Exp Date of ID **G** _____

I INCLUDE ADDITIONAL NOTES ON BACK

You only have two choices:

- Personal Knowledge
- Satisfactory Evidence
 - Credible Witness
 - Documentary Proof*

Tip: Documentary Proof includes driver's license, passport, other government issued, pictured, signed, ID – and any other documents that you may have to use to identify the signer. You must enter the type of document and the issuing entity (ex., "Montana Driver's License" or "Canadian Passport" or "University of Idaho Student ID")



Issue or Expiration Date of ID

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM
PM

Date of Document **B** _____

Type of Document **C** _____

Number of Documents Notarized **D** _____

Signature **H** _____

Name of Signer _____

Address _____

City _____

State/Zip _____

TYPE OF NOTORIAL ACT

☐ Acknowledgement **E**

☐ Signature

☐ Jurat

☐ Certification of Copy

☐ Oath

☐ Deposition*

☐ Protest of Instrument*

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TYPES OF IDENTIFICATION

Satisfactory Evidence **F**

☐ Driver's License (ST) _____

☐ Other _____

Issue/Exp Date of ID **G** _____

☐ Personal Knowledge

☐ Credible Witness

Signature _____

Name _____

I INCLUDE ADDITIONAL NOTES ON BACK

...Enter the date when
the ID document was
issued or expired.

Tip: Entering the **ISSUE OR EXPIRATION DATE OF THE ID** is a new requirement, effective Oct. 1, 2015.

WARNING:

Montana notaries should
NEVER enter personal
identification information
such as

*driver's license numbers, social
security numbers, or credit card
numbers*
in their journals.



The Signature, printed name, and address of the signer

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** _____ Time _____ AM
PM

Date of Document **B** _____

Type of Document **C** _____

Number of Documents Notarized **D** _____

Signature **H** _____

Name of Signer _____

Address _____

City _____

State/Zip _____

E TYPE OF NOTARIAL ACT

☐ Acknowledgement

☐ Signature

☐ Jurat

☐ Certification of Copy

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☐ Deposition*

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F TYPES OF IDENTIFICATION

Satisfactory Evidence

☐ Driver's License (ST) _____

☐ Other _____

Issue/Exp Date of ID _____

☐ Personal Knowledge

☐ Credible Witness

Signature _____

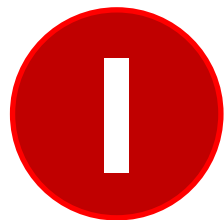
Name _____

G

I INCLUDE ADDITIONAL NOTES ON BACK

This is the “magic” part of the journal – it proves the signer’s personal appearance when the document was notarized!

Tip: Whenever possible have the signers enter all of this information themselves.



Notes or Other Information

OFFICIAL JOURNAL RECORD OF NOTARY ACT

Date of Notarization **A** Time AM
Date of Document **B**
Type of Document **C**
Number of Documents Notarized **D**

Signature **H**
Name of Signer
Address
City
State/Zip

TYPE OF NOTARIAL ACT **E**

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TYPES OF IDENTIFICATION **F**

Satisfactory Evidence ☐ Personal Knowledge
☐ Credible Witness

☐ Driver's License (ST) Signature
☐ Other Name
Issue/Exp Date of ID **G**

I INCLUDE ADDITIONAL NOTES ON BACK

This is where you may record anything unusual about the transaction, note additional information about the way you identified the signer, or indicate your observations about the signer's physical or mental state.

Tip: Montana law does not require thumbprints, but you may have your customer place a thumbprint in your journal for further proof of presence and identity.

The law requires that you must also enter any fees that you charged – this is the place to do that.

You now have the recipe for A Perfect Journal Entry - Everytime!

OFFICIAL JOURNAL RECORD OF NOTARY ACT	
Date of Notarization	<u>Nov 5, 2015</u> Time <u>10:50</u> AM
Date of Document	<u>Nov 5, 2015</u>
Type of Document	<u>Joan Does</u>
Number of Documents Notarized	<u>7 - Sale # 105743</u>
<div style="border: 1px solid black; padding: 5px;"><div>Signature <u>John Smith</u></div><div>Name of Signer <u>John Smith</u></div><div>Address <u>1212 Elm Street</u></div><div>City <u>Anywhere, MT</u></div><div>State/Zip <u>59600</u></div></div>	
<div style="border: 1px solid black; padding: 5px;"><div>TYPE OF NOTORIAL ACT <input checked="" type="checkbox"/> Acknowledgement <input type="checkbox"/> Signature <input type="checkbox"/> Jurat <input type="checkbox"/> Certification of Copy</div><div><input type="checkbox"/> Oath <input type="checkbox"/> Deposition* <input type="checkbox"/> Protest of Instrument* <small>*These notarial acts require additional knowledge, training or authorization</small></div></div>	
<div style="border: 1px solid black; padding: 5px;"><div>TYPES OF IDENTIFICATION Satisfactory Evidence <input checked="" type="checkbox"/> Driver's License (ST) <u>MT</u> <input type="checkbox"/> Other _____</div><div><input type="checkbox"/> Personal Knowledge <input type="checkbox"/> Credible Witness Signature _____ Name _____</div></div>	
Issue/Exp Date of ID <u>6/19/14</u>	
INCLUDE ADDITIONAL NOTES ON BACK	

*This sample entry was created in the
Privacy Protected Notary Journal
published by the [Montana Land Title Foundation](#)*



What About
Journal
Retention?

etention

- The notary retains possession of any and all journals while actively commissioned
- Journals must be retained for 10 years following the last entry and may be destroyed after that date
- Upon the notary's resignation, revocation, or death, journals with entries less than 10 years old should be turned in to Secretary of State's Office

Tip: *Be sure to put your name in the front of the journal!*

ONE LAST THING...

The journal entry **MUST** be
made contemporaneously
with the performance
of the notarial act.

Tip: *Finish the journal entry **FIRST** –
then complete the notarial certificate.*



It's a GOOD THING!